

**ARIZONA DEPARTMENT OF PUBLIC SAFETY  
STUDENT TRANSPORTATION , Mail Drop 1250  
P. O. Box 6638, Phoenix, AZ 85005  
602-223-2646 // FAX: 602-223-2923**

**NEW SCHOOL BUS DRIVER CERTIFICATION CHECKLIST**

**Dear Employer:**

The following are **ALL required** in order to obtain certification as a school bus driver in the state of Arizona:

1. Application for School Bus Driver's Certificate \*\*
2. School Bus Driver Cover Sheet (formerly Audit Form) \*\*
3. Fingerprint card \*\*
4. \$29 fingerprint card processing fee \*\* (check on school's revolving account, cashier's check,  
or money order)
5. Physical examination ( completed long form required as proof )
6. Drug screen ( laboratory **results** must be included as proof )
7. Proof of 20 hours of behind-the-wheel training and road **test** form
8. Proof of first aid and CPR training (Copy of front and back of cards--**OR**-- Driver Training Report)
9. Driver Training Report showing 14 hours of new driver classroom training
10. Appropriate class CDL (Commercial Driver's License) with Passenger and School Bus Endorsement s

\*\* (School districts/employers may submit items 1, 2, 3 & 4--the Application, Cover Sheet, Fingerprint card and Fee---**prior to** forwarding the remainder of the required documents.)

**PLEASE SEE ATTACHED  
SAMPLE PACKET**

Revised 3/2005